



APPROVED

President's Council

05 February 2014

GUIDELINES ON THE ENTRY OF MOTOR VEHICLES

Rationale

For security and safety reasons, motor vehicles need to be identified and regulated in their entry into University premises. For this purpose, distinction is made between the privilege of access and the privilege of parking.

Parking areas owned and managed by the University are limited in number. As a matter of principle, these areas are generally allocated by the Administration.

Principles

1. The University reserves the right to impose rules and regulations regarding the use of areas where motor vehicles may be granted access.
2. While the security personnel of the University exercise full responsibility over the motor vehicles inside the premises of the University, the University shall not be responsible for any loss or damage.
3. The grant of access and/or parking privileges, although for a fixed period, is temporary in nature. As such, no vested right or privilege may accrue from these to any individual, group or organization.
4. The access accorded by virtue of the car sticker shall apply exclusively to the motor vehicle and not to the passengers. Passengers may be subject to other security procedures.

Policies

5. The parking slots are intended for vehicles with sizes that can be accommodated by the boundaries set by the Facilities Management Group.
6. The parking areas and slots are intended for normal personal use and not for commercial purposes. Except for University vehicles or when indicated otherwise, the parking areas should not be used as a terminal or waiting area for passenger loading and unloading.
7. Access and parking privileges are non-transferrable in nature and may not be shared with other individuals, even on a temporary basis, without the written approval of the Director of the Security and Safety Office.
8. All parking areas of the University are subject to the "no-idling" policy. "Idling" is defined as leaving the engine of a parked vehicle running for more than one (1) minute.



9. Parking is allowed only from 06:00 am to 10:00 pm, Mondays to Saturdays. In cases when the vehicle will be parked outside of these hours, permission from the Security and Safety Office should be secured.
10. The University reserves the right to declare certain parking areas/slots as a no-parking zone, or certain schedules as a no-parking period to accommodate University requirements such as during major activities/events. In these cases, the Security and Safety Office shall communicate with the affected individuals.
11. Car stickers are issued to vehicles authorized to enter DLSU premises. Parking decals, on the other hand, are issued to vehicles authorized to park in designated areas and slots.
12. Drivers and other individuals who operate the motor vehicles inside DLSU premises are considered as extensions of the assignees for purposes of compliance to rules and regulations. As such, the assignee shall be held responsible for the acts/omissions of these persons.
13. The University, through the Security and Safety Office, may issue Parking Violation Tickets (PVT), with corresponding fines and penalties, for violation of these guidelines and other rules and regulations governing access and parking. Access and parking privileges may be suspended for unsettled PVTs.
14. Car sticker
 - 14.1 Only vehicles with a valid and appropriate car sticker may be allowed to enter specific areas. The car sticker is managed by the Security and Safety Office. A photocopy of the Certificate of Registration and the Official Receipt of Registration must be submitted in applying for a car sticker.
 - 14.2 An individual may be allowed to request for at most three (3) car stickers to accommodate those with more than one vehicle. However, it is understood that the privilege accruing from the use of the sticker applies to one (1) vehicle at a time. Access and parking privileges may be revoked anytime for those who violate this policy.
 - 14.3 An individual may be allowed access to only one (1) parking area for the duration of the effectivity of the sticker.
 - 14.4 The Security and Safety Office will issue the car sticker upon payment of the sticker fee. The physical attachment of the car sticker on the vehicle will be done by personnel from their office. As a general rule, the car sticker should be situated on the driver side of the windshield.
 - 14.5 At STC, the car sticker shall authorize the vehicle to both enter the premises and park.



15. Parking decal

- 15.1 For the Taft campus, the parking decal shall be used for parking privileges. Parking assignments are either RESERVED or on FREE-SLOT BASIS. For parking areas with reserved parking slots, the parking decal ensures matching of the slot being used and the assigned slot. For parking areas on a free-slot basis, the parking decal ensures availability of a free slot.
- 15.2 For reserved parking slots at the Taft campus, the parking decal will be released to the assignee. The parking decal may be transferred by the assignee from one vehicle to another, provided that the vehicle that will use the parking slot for the particular instance has been registered among the three (3) vehicles allowed and, as such, has a valid car sticker. In these areas, only vehicles with parking decals will be allowed to park.
- 15.3 To ensure proper monitoring of vehicles for security and safety reasons, the parking decal must be displayed prominently in the windshield inside the vehicle.
- 15.4 Lost parking decals shall be subject to a fee for replacement. Duplicate parking decals may be requested for use in the two other vehicles stated in Section 12.2 above, subject to a processing fee.

These Guidelines on the Entry of Motor Vehicles shall be implemented beginning 10 February 2014 and may be revised from time to time, as necessary.